CHAPTER 6

COPY EDITING

One of the most important and exacting jobs on any publication is that of written copy being given the final professional touch of accuracy. This job of catching and correcting inaccuracies before they can be printed and distributed is called **copy editing.**

Readers may have a high regard for a newspaper that is carefully edited, but they quickly lose respect for one that is sloppy and full of errors.

The copy. editor of both civilian and Navy publications represents the last line of defense against incorrect copy reaching the reader. It is the copy editor's job to make sure copy is not printed unless it meets certain standards. The copy editor is the guardian of both style and accuracy.

Always on the alert for questionable facts, ambiguous statements and violations of office policy, the copy editor must catch errors in grammar, spelling, syntax, punctuation, capitalization, and so forth; cutout words or sentences that are not needed; and add copy when necessary for clarity, emphasis or continuity.

Another responsibility of the copy editor is to restore objectivity to a story in places where a writer may have editorialized, quoted out of context or inserted an opinion without attribution to a source or pertinent authority. Also, the copy editor is constantly alert for statements of a libelous or slanderous nature. (Libel and slander are covered in Chapter 10.)

The copy editor of a civilian newspaper has an additional function of assigning headlines for the edited stories. Navy copy editors, unless they are editing stories for use in ship or station newspapers, have no responsibilities in this area. They could hardly be expected to know the styles, formats and individual editorial needs of all the newspapers that receive news releases from a public affairs office. It is, however, sometimes appropriate to put a brief heading on a story to identify its subject readily.

Like any typical, beginning newswriter, the neophyte JO is dismayed to see his "literary masterpiece" chopped up, pasted back together again and scored with the copy editor's pencil. Nevertheless, two minds are usually better than one. Most experienced writers will admit that the final result, despite its mangled appearance, is abetter piece of writing.

Security is of the utmost importance in the armed forces. The responsibility for security lies with every person who, in any way, handles a story, but the copy editor sometimes represents the last defense against a possible violation. If you have doubts about the security classification of any information you receive, check it with your security officer.

This chapter acquaints you with the standard symbols and style used by the copy editor and explains the procedures, rules and guidelines of copy editing. The basic pattern of news style in this chapter follows the style of The Associated Press and United Press International. Most newspapers in the United States now use this style. The recommended guide for preparing military news is the latest version of *The Associated Press Stylebook and Libel Manual.*

COPY-EDITING PROCEDURES

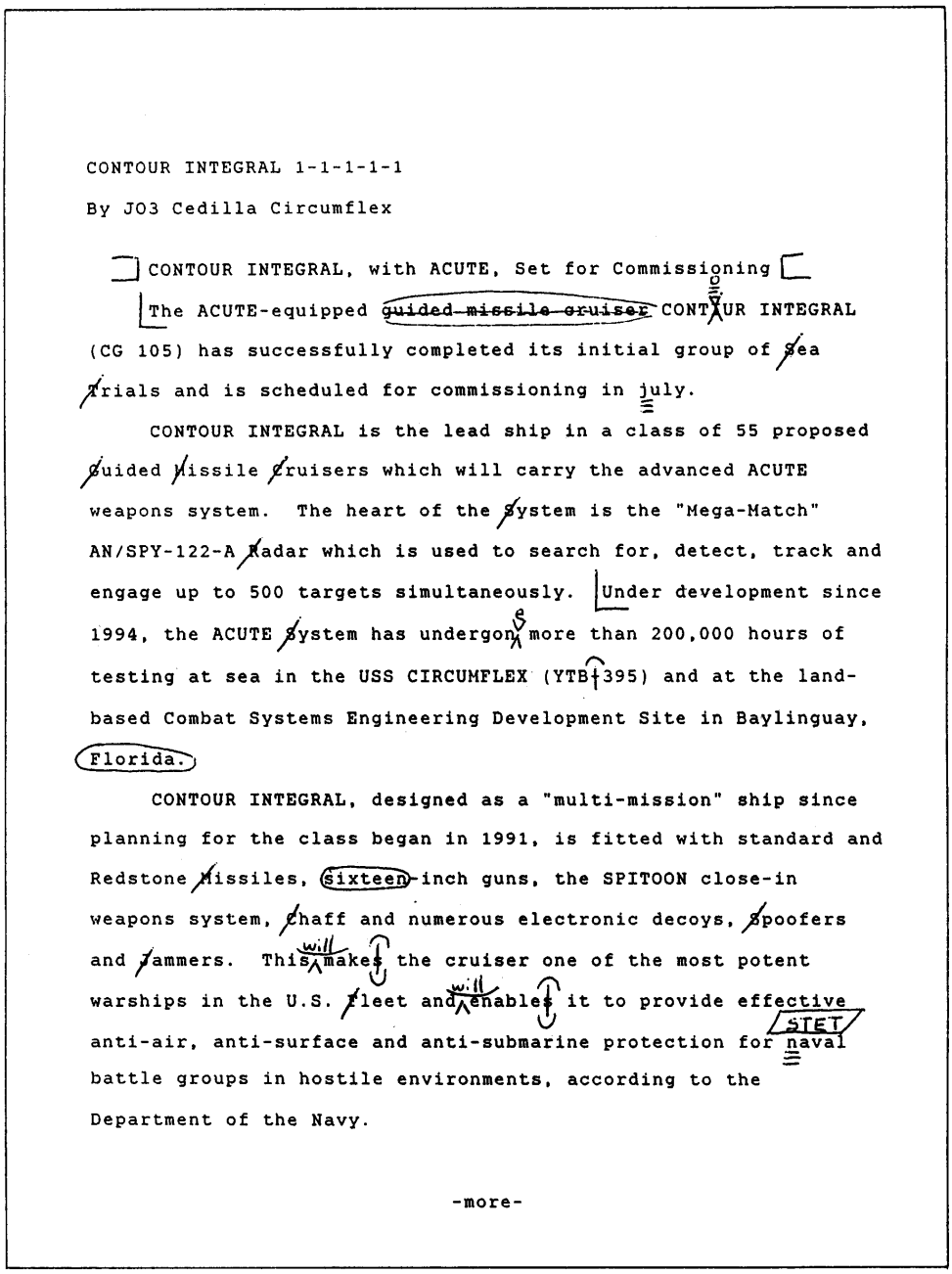
LEARNING OBJECTIVE: Identify the basic guidelines of copy editing.

Copy editing follows a set system of procedures. To be absolutely accurate, you should read each story in the following manner:

- Read the story quickly to grasp its meaning and note its arrangement.
- Read the story more slowly and more thoroughly to correct every mistake and to add or delete material as necessary.
- Read the story again to check the copy editor's own corrections.

The final check is also intended to make sure that no new errors occurred in copy editing and that the story reads smoothly.

If the story contains too many mistakes and it appears obvious that copy editing will not improve it, the story goes back to the originating JO for rewriting, or in the case of copy received from outside sources, to a rewriter.



CONTOUR INTEGRAL 1-1-1-1-1

By JO3 Cedilla Circumflex

CONTOUR INTEGRAL, with ACUTE, Set for Commissioning

The ACUTE-equipped ~~guided missile cruiser~~ CONTOUR INTEGRAL (CG 105) has successfully completed its initial group of sea trials and is scheduled for commissioning in july.

CONTOUR INTEGRAL is the lead ship in a class of 55 proposed guided missile cruisers which will carry the advanced ACUTE weapons system. The heart of the system is the "Mega-Match" AN/SPY-122-A radar which is used to search for, detect, track and engage up to 500 targets simultaneously. Under development since 1994, the ACUTE system has undergon more than 200,000 hours of testing at sea in the USS CIRCUMFLEX (YTB 395) and at the land-based Combat Systems Engineering Development Site in Baylinguay, Florida.

CONTOUR INTEGRAL, designed as a "multi-mission" ship since planning for the class began in 1991, is fitted with standard and Redstone missiles, sixteen-inch guns, the SPITOON close-in weapons system, chaff and numerous electronic decoys, spoofers and jammers. This will makes the cruiser one of the most potent warships in the U.S. fleet and ~~enables~~ will it to provide effective anti-air, anti-surface and anti-submarine protection for naval battle groups in hostile environments, according to the Department of the Navy.

STET

-more-

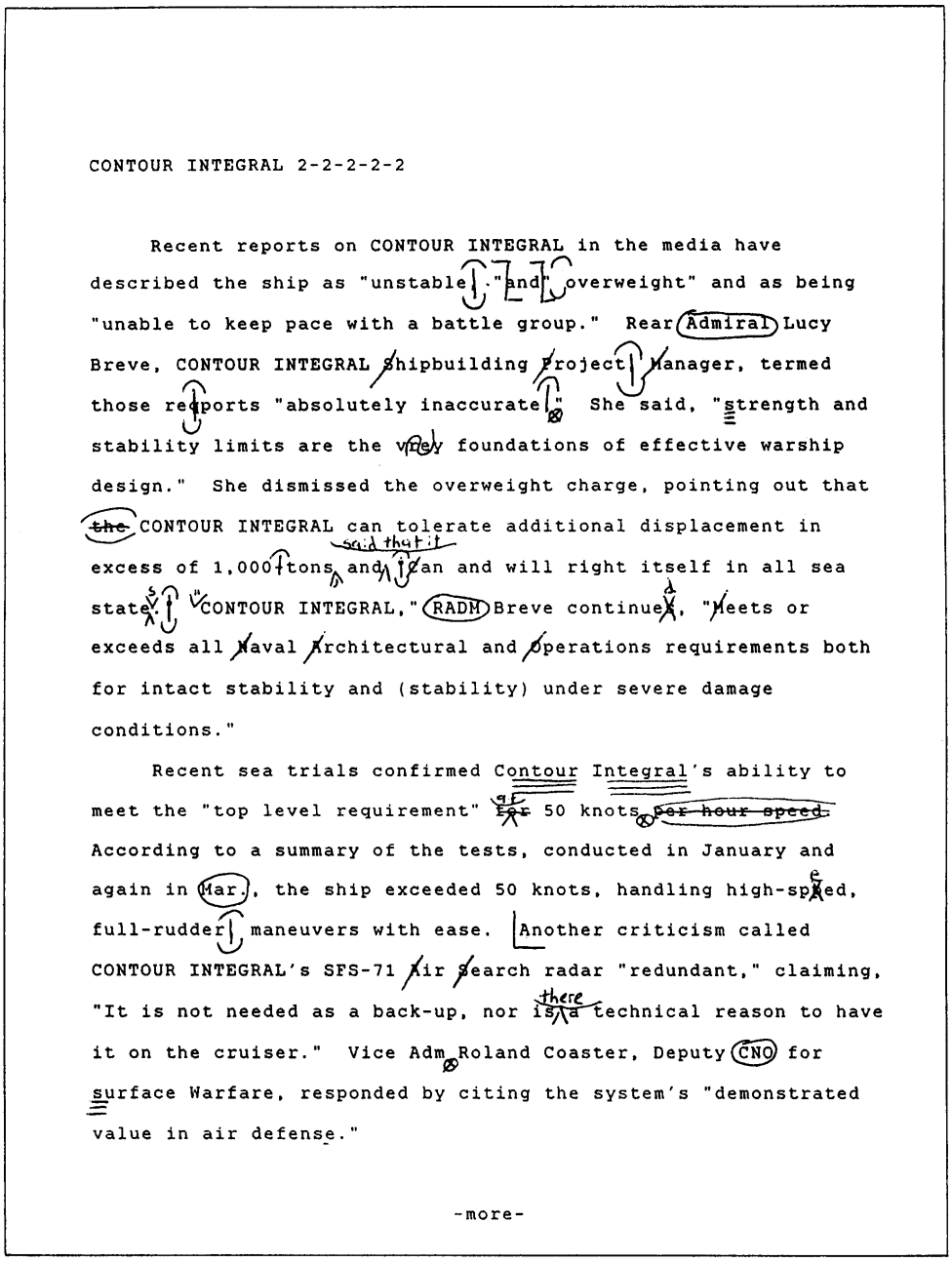
Figure 6-1.—Copy-edited story.

PREPARING THE ROUGH

The original copy of a story is known as a **rough** (fig. 6-l). Normally, it is typed double-spaced on only one side of the paper. In general, a JO follows the same format in typing a rough as in preparing a finished Navy news release. It does not have to be as neat, however, and may include Penciled-in corrections, additions or deletions, as necessary. The rough obviously does not need the letterhead information usually carried on a release ready for dissemination. It is a recommended practice in large offices for the author's last name to appear on the rough. This, of course, enables the copy editor (usually the PAO or the senior JO) to identify the writer.

USING SYMBOLS

To prepare copy for reproduction in its final form, the copy editor uses a special set of shorthand symbols to indicate any required changes (fig. 6-2).



CONTOUR INTEGRAL 2-2-2-2-2

Recent reports on CONTOUR INTEGRAL in the media have described the ship as "unstable," and "overweight" and as being "unable to keep pace with a battle group." Rear Admiral Lucy Breve, CONTOUR INTEGRAL shipbuilding project manager, termed those reports "absolutely inaccurate." She said, "strength and stability limits are the very foundations of effective warship design." She dismissed the overweight charge, pointing out that the CONTOUR INTEGRAL can tolerate additional displacement in excess of 1,000 tons and can and will right itself in all sea state V. "CONTOUR INTEGRAL," RADM Breve continued, "meets or exceeds all naval architectural and operations requirements both for intact stability and (stability) under severe damage conditions."

Recent sea trials confirmed Contour Integral's ability to meet the "top level requirement" for 50 knots, ~~per hour speed.~~ According to a summary of the tests, conducted in January and again in Mar., the ship exceeded 50 knots, handling high-speed, full-rudder maneuvers with ease. Another criticism called CONTOUR INTEGRAL's SFS-71 air search radar "redundant," claiming, "It is not needed as a back-up, nor is there a technical reason to have it on the cruiser." Vice Adm Roland Coaster, Deputy CNO for surface Warfare, responded by citing the system's "demonstrated value in air defense."

-more-

Figure 6-1.—Copy-edited story—Continued.

For example, if the writer forgets to capitalize a letter such as the "M" and "P'' in mr. poindexter, the copy editor, using a soft lead pencil (the tool of the trade), would inscribe three horizontal lines under each letter that needs to be capitalized. The copy will then appear as follows:

mr. poindexter.
— ———
— ———

When the copy is corrected, the copy editor's shorthand indicates that the final work should read as follows:

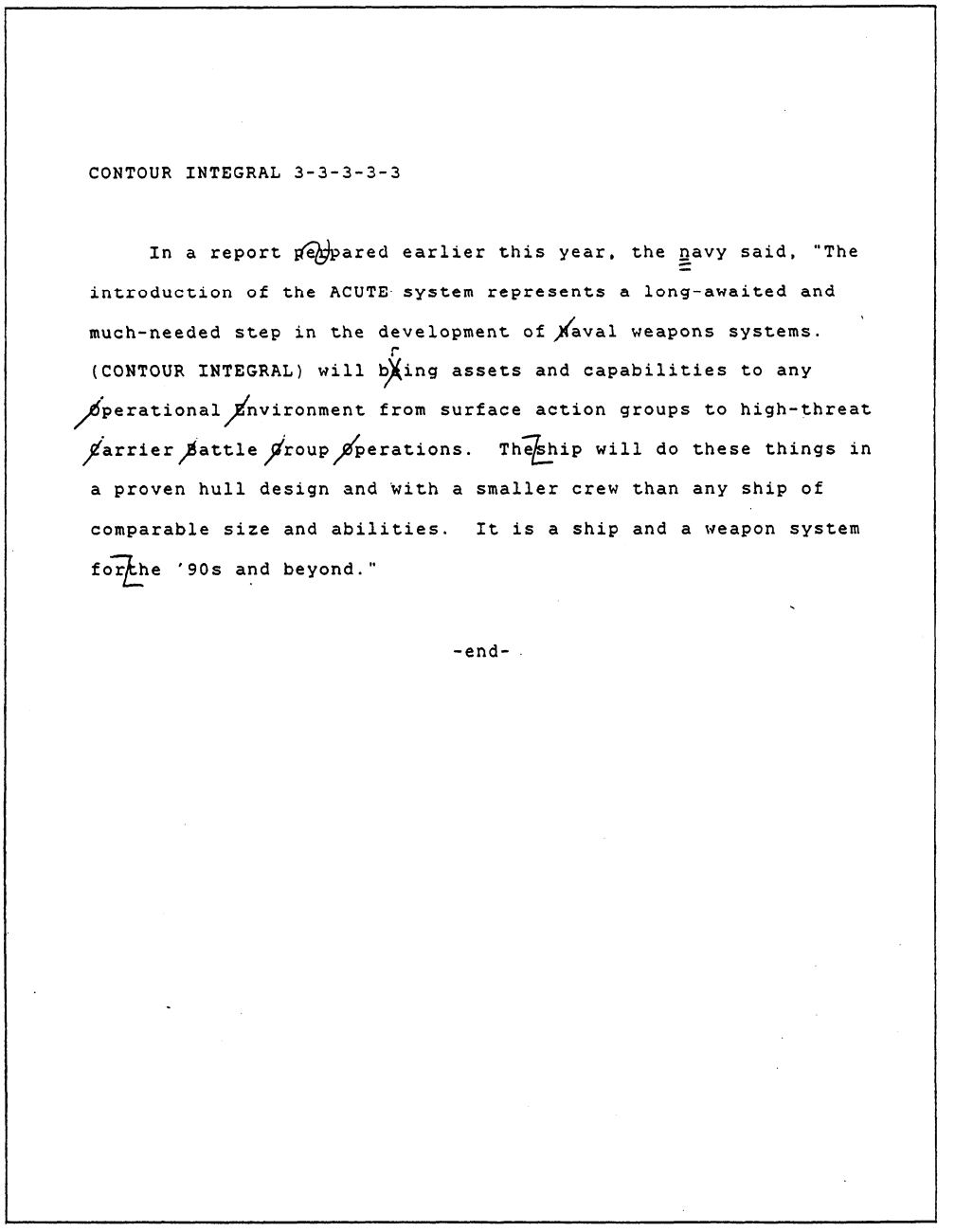
Mr. Poindexter.

Most of the copy-editing symbols described in figure 6-2 are standard to both the Navy and commercial media. There will be only minor variations from one newspaper to another. You should learn these symbols and use there to make changes in your own copy and copy others submit to you.

APPLYING BASIC RULES

What follows are the basic rules you should remember when copy-editing stories:

- Use a soft, black lead pencil.



CONTOUR INTEGRAL 3-3-3-3-3

In a report prepared earlier this year, the navy said, "The introduction of the ACUTE system represents a long-awaited and much-needed step in the development of naval weapons systems. (CONTOUR INTEGRAL) will bring assets and capabilities to any operational environment from surface action groups to high-threat carrier battle group operations. The ship will do these things in a proven hull design and with a smaller crew than any ship of comparable size and abilities. It is a ship and a weapon system for the '90s and beyond."

-end-

Figure 6-1.—Copy-edited story—Continued.

- Make corrections above or within the lines where mistakes occur.
- Place the necessary copy-editing symbols at their correct points of insertion.
- Write legibly. Your longhand corrections will not do any good if they cannot be understood.
- Use scissors and either paste or a stapler to move a paragraph from one position to another in a story.
- If you want to add a new paragraph to the story, do not write it out in longhand in the margin or on the back of the original story. Type it out, then insert it where it belongs, using scissors and paste or transparent tape.
- After you copy edit a story, you should have a finished product. Any obvious mistakes that slip by will be attributed to the copy editor, not the writer.

SYMBOL MEANING	EDITED COPY	EFFECT
Capitalize	north island	North Island
Make lower case	the Commander	the commander
Make caps and lower case	JOHN PAUL JONES	John Paul Jones
Insert letter	nws stories	news stories
Change letter(s)	actiin photo	action photo
Delete letter, close up	typewwriter	typewriter
Delete letter, leave space	pettyofficer	petty officer
Insert word	news photos	news and photos
Change word	record photos	record pictures
Delete word, close up	newspaper worthy	newsworthy
Delete word, leave space	the tall men	the men
Insert space	newsphotos	news photos
Close up	news paper	newspaper
Insert period	the end The	the end. The
Insert comma, colon, semicolon	three four and	three, four and
Insert hyphen	reenter	re-enter
Insert dash	fact for example	fact--for example

SYMBOL MEANING	EDITED COPY	EFFECT
Insert quotes, apostrophe	We believe...	"We believe..."
Insert exclamation point, question mark	Wow	Wow!
Delete punctuation	white and blue	white and blue
Tranpose letters	captian	captain
Transpose words	run fast	fast run
Transpose sentences, paragraphs	Apply same principle as above, or circle first item and draw arrow to desired position; note with tr	
Abbreviate or spell out	Doctor Dr. ninety-two 92	Dr. Doctor 92 ninety-two
More of story to come	more	
End of story	-30-, -end- or -usn-	
Not a new paragraph	battle. Sailors are	battle. Sailors are
New paragraph	battle. Sailors are	battle. Sailors are
Correct as written	Jane Austen	Jane Austen
Let it stand as before corrected	the F-14 Tomcat (STET)	the F-14 Tomcat
Center in column (heads and subheads)	Navy Day	Navy Day

Figure 6-2.—Copy-editing symbols.

COPY-EDITING ELEMENTS AND USAGE

LEARNING OBJECTIVE: List the elements applicable to copy editing and identify their usage.

As a journalist assigned copy-editing duties, you should always strive for accuracy, rather than speed You might adopt the slogan, "All I miss, they will print."

Before you try filling the seat of copy editor, make sure you have a copy of the locally produced stylebook (see Chapter 7 of the *JO 1 & C* TRAMAN), as well as a copy of the latest version of *The Associated Press Stylebook and Libel Manual.* Both books are designed to standardize all newswriting and word usage for internal publications and for news releases to civilian media.

The copy-editing guidelines covered in this section are as follows:

- Style
- Editorializing
- Contradictions
- Incompleteness
- Names
- Numbers
- Spelling
- Punctuation
- Capitalization
- Abbreviations
- Military terms
- Religious terms

STYLE

Everyone in your office should be acquainted with the locally accepted stylebook, but it is up to the copy editor to catch any violations of good style.

It is annoying for an editor to pick up a story and find, for example, the word "avenue" spelled out one time, abbreviated as "ave." a second time and written as "av." a third time. An office that is careless or inconsistent about little things may eventually become careless or inconsistent about big things. Once a news medium loses respect for you, you might as well close shop. No newspaper will take the chance of publishing sloppy or carelessly prepared material.

Spelling, punctuation, capitalization, abbreviation and other mechanical aspects of grammar are details of writing that have a tremendously important impact on the clarity, readability and effectiveness of your copy. Once your office gets away from using a set stylebook, your news copy will slowly become a hodgepodge of inconsistencies.

EDITORIALIZING

Editorializing happens when a writer consciously or unconsciously expresses doubt, censure or praise in a news story. The only persons permitted to express an opinion in a straight news story are the persons in the story itself. Even then, the opinion quoted must be attributed to the person who gave it.

News stories should be written in the third person. The writer's personal opinions should **never** be injected into a news story. Facts should be reported as they are found, without personal pronouns referring to the writer.

Editorials are articles in newspapers or magazines in which the views of their editors or those in control of the periodicals are intentionally presented. However, such articles are clearly identified and purposely set apart from the publications' news and features.

The electronic media also offer editorial opinions, but they, too, take care to keep them separate from their regular newscasts.

Editorials require a very specialized style of writing — the fundamentals of which will not be covered in this training manual. The focus of this section is the inclusion of personal opinions in your newswriting through carelessness or by design.

Consider the following examples of editorializing in straight news copy, then note the following suggestions offered to eliminate the implied opinions:

> **Poor:** Lt. Post is exceptionally well qualified for the position.
>
> **Improved:** Lt. Post, with a degree in law, has eight years of experience as a Navy legal officer.
>
> **Poor:** An interesting program is planned for tonight at the Officers' Club.
>
> **Improved:** Here is tonight's program at the Officers' Club.

Poor: The punishment was unjust.

Improved: The U.S. Court of Military Appeals ruled that the punishment imposed by the court-martial was unjust.

CONTRADICTIONS

Sometimes, a writer makes contradictory remarks in a story without realizing it. When contradictions occur, the copy editor should delete them or rearrange the facts more logically. Note the following four examples of typical contradictions:

Example #1

> Robinson's keen sense of responsibility, devotion to duty and hard work, according to his commanding officer, finally paid off May 16 when he was advanced to Illustrator-Draftsman Third Class.
>
> The 16-year veteran is assigned to the aircraft carrier...

If Robinson is such a responsible and devoted worker, why did it take him 16 years to make DM3? The reader will assume that Robinson is not too bright or that the Navy does not reward good men and women.

Example #2

> A combat veteran of World War II, the Korean conflict and the Vietnam War, Capt. Garlin wears the American Defense Medal, the World War II Victory Medal, the Navy Occupation Service Medal, the National Defense Service Medal and the National Security Medal.

The captain may be a veteran of three wars, but his medals indicate he has seen no combat.

Example #3

> Chief Clayborne began striking for Personnelman aboard the destroyer USS *Mitchel* in 1945.

The Personnelman rating was established in 1948, so Chief Clayborne could not have been a PN striker in 1945. He must have started out in another rating.

Example #4

> Despite his 3-15 record and 7.89 earned run average, Bob Baker is considered to be a good pitcher.

Baker's pitching record and ERA speak for themselves. Classifying him as a "good pitcher" is both opinionated and contradictory. The writer would have to do a lot of explaining to justify this comment.

INCOMPLETENESS

As a JO, you should have "news sense" —a quality that tells you which facts to collect and use and which facts to ignore. But if you do not have this ability or if you lose it momentarily, the copy editor must stop stories that are incomplete or inadequate and return them to you for amplification. This will save you the trouble of answering phone calls from news media representatives who want more detailed information.

Consider the following story, for example:

> A Navy ground crewman was killed in an accident at U.S. Naval Air Station Bennington, the Navy announced today.
>
> The man has been identified as George Pine of Chicago, Ill. He was directing a plane from the flight line onto a taxiway when the accident occurred. Bystanders reported that Pine walked into the blades of the spinning propeller. The pilot of the plane was attached to a squadron operating from the aircraft carrier USS *Loach.*

This story is compact and clearly written, but it will not satisfy the demands of the news media. Among other things, they will want to know the following:

- When did the accident occur? The Navy announced the story **today,** but nowhere does it say when the accident actually happened.
- Is there more detailed information on the victim? Readers will want to know his middle initial, age, rate, hometown address and data on his next of kin.
- How did the accident happen? The facts here are too generalized and vague.

- What was the plane doing at NAS Bennington when it was attached to the USS *Loach?*
- What is the name of the squadron, and where is the carrier operating?

A good copy editor should anticipate these questions. With a little copy editing, the story may look as follows:

> A Navy ground crewman was killed by the spinning blades of an aircraft propeller last night at U.S. Naval Air Station Bennington.
>
> The man was identified as Airman George A. Pine, 20, son of Mr. and Mrs. Andrew S. Pine of 8238 Earwig St., Chicago, Ill.
>
> The accident occurred at 7:45 p.m., Japan time, while the crewman was directing an E-2 Hawkeye from the flight line onto a taxiway during a night exercise.
>
> Pine noticed a flare pot near the plane's right landing gear and signaled the pilot to stop. As he attempted to move the object from the plane's path, he slipped in front of the aircraft and fell into its spinning propeller.
>
> The plane and pilot are attached to Airborne Early Warning Squadron 779, normally based aboard the USS *Loach.* They were participating in night operations at NAS Bennington, while the carrier was docked at Yokosuka.

NAMES

"Names make news," but they also make headaches for the copy editor. Is the man's name **Haufman, Hoffman** or **Haufmann?** Did the writer accidentally leave the "h" off the name **Smit,** or is that how the name is actually spelled? How about the name **Frances Jones** in a news story? The writer implies it is a he, but males usually do not spell their names that way.

The names **Pat, Carol, Marion, Jean, Gale, Merle** and **Terry** can be either male or female. Therefore, the use of such a name without the knowledge of the person's gender could lead to some embarrassing situations. And what do you do when you run across a name like Stanley Wozniawirsbinski? You may not be able to pronounce it, but you had better make sure that it is spelled correctly.

To eliminate confusion for the typist or word processor when a name like Ppandrwske or Wozniawirsbinski is correct as written, simply draw a box around the odd but properly spelled name, as shown in Figure 6-2.

NUMBERS

"Numbers do not lie," but a good copy editor frequently proves them wrong. Always be wary of numbers involving money, ages, dates, addresses, distance, performance records, statistical data and other compilations. If a number looks questionable, always refer it to the writer for verification.

A BM1 may be only 23 years old, but most likely he is 32. A seaman whose age is listed as 42 may really be 24. 'he JO who wrote the story may have hit the wrong keys on the keyboard Another story says that ET1 Jack Kelly was married four years ago. However, his children are mentioned and their ages are listed as 7 and 9. Readers will want to know why.

The beginning of a story may say that seven men were killed or injured in a plane crash, yet the casualty list may contain the names of only six. Readers will want to know what happened to the seventh name. A story may announce the opening of a new commissary on Monday, January 18. A check with your calendar, however, indicates that Monday, January 18 is Martin Luther King Jr. Day, and commissaries are not normally open on federal holidays.

Watch for the logic in statistical data. Double-check league standings to be sure the numbers of wins and losses balance. Do not use postal box numbers for addresses. People receive their mail in boxes. However, they do not live in them.

In general, spell out all numbers from one to nine, and use numerals for 10 and above. Numerals are used exclusively in tabular and statistical matters, records, election returns, times, speeds, latitude and longitude, temperatures, highways, distances, dimensions, heights, ages, ratios, proportions, military units and dates. Fourth of July and July Fourth are exceptions as are Fifth Avenue, Big Ten and Dartmouth Eleven.

Times are 6:30 p.m. Monday or 6:30 Monday evening. **(Never** use 6:30 p.m. Monday evening. Evening and p.m. are synonymous.)

In a series of numbers, apply the appropriate guidelines: There are three 10-room houses and 40

four-room houses in the development. He has six suits, 14 pairs of shoes but only one tie.

Casual numbers such as in the following examples are spelled out: A thousand times, no! Gay Nineties. Wouldn't touch it with a ten-foot-pole. However, numerals are used when using an exact measure as in the following example: The flag hung from a 10-foot pole.

Spell out fractions when used alone as in this example: Three-quarters of a mile. For amounts more than one, use numerals as follows: Her shoe size is 6 1/2. Convert to decimals whenever practical.

For further information, consult the latest edition of *The Associated Press Stylebook and Libel Manual.*

SPELLING

If you think you know how to spell well enough to get along without a dictionary, try spelling the following 10 words (chances are, you will misspell a few of them):

- innoculate or inoculate
- embarrass or embarass
- supercede or supersede
- larnyx or larynx
- interfered or interfered
- indispensable or indispensable
- laision or liaison
- diphtheria or diptheria
- harass or harrass
- accommodate or accommodate

If you selected inoculate, embarrass, supersede, larynx, interfered, indispensable, liaison, diphtheria, harass and accommodate as the correct spelling, throw away your dictionary. But, if you misspelled one or more words, start using your dictionary regularly. These are only 10 examples of troublesome words in the English language. Of course, there are thousands more. Undoubtedly, you have your favorites when it comes to misspelling words. So, compile your own list of frequently misspelled words and start eliminating them from your list.

In mastering words, there are certain basic rules for spelling that will help you. Unfortunately, for every spelling rule there are numerous exceptions. Some spelling rules have so many exceptions that they can just barely be classified as rules. The point to remember is that your dictionary is the final authority.

The most useful of the spelling rules and some examples and exceptions are listed as follows:

1. When a one-syllable word or a longer word that keeps the accent on the last syllable ends in a single consonant preceded by a single vowel, double the final consonant before adding a suffix beginning with a vowel.

Examples:

a. Clan, clannish

b. Plan, planned, planning

c. Control, controlled

d. Refer, referring — but, reference (because the accent has shifted away from the last syllable of the basic word)

e. Occur, occurred, occurrence

2. Words ending in a silent e generally retain this e before a suffix beginning with a consonant. When the suffix begins with a vowel, the silent e is usually dropped.

Examples:

a, Excite, excitement; late, lately

b. Tide, tidal; shape, shaping

3. When the final sound of the word is a soft c, g or ng, the final e is retained before some suffixes beginning with vowels.

Examples:

a. Peace, peaceable

b. Advantage, advantageous; courage, courageous

c. Change, changeable, but changing

4. Words ending in y preceded by a consonant usually change the y to i before a suffix. Words ending in y preceded by a vowel do not change the y before a suffix.

Examples:

Icy, iciest; mercy, merciless; modify, modifies, modifiable; pity, pitiable, pitiful

Obey, obeying; joy, joyful, joyous

5. When the sound is c, remember the rhyme, "i before e except after c ..."

Examples:

a. Believe, belief, relieve, relief

b. Receive, conceive, perceive, conceit

Exceptions:

Weird, seize, neither, leisure, financier, inveigle.

6. The previous rhyme ends " . . . or when sounded as a as in neighbor or weigh."

7. Verbs ending in ie generally change ie to y before ing.

Examples:

Die, dying; lie, lying

Learning to spell is more a matter of establishing a correct image of each word than of applying rules. Usually the image is a visual one. Knowing the correct pronunciation often helps, but in the English language we have many words for which pronunciation is no guide to spelling (e.g., duty, beauty, grew, blue), so we must rely on the way the word looks. While you are looking up an unfamiliar word, make an effort to fix its spelling in your mind along with the meaning and pronunciation.

PUNCTUATION

Punctuation in writing serves the same purpose as voice inflection in speaking. Roper phrasing avoids ambiguity, ensures clarity and lessens the need for punctuation.

Period

The period **(.)** serves the following functions as shown in each example:

- To mark the end of a sentence

  Example: Close the door.

- To accentuate most abbreviations

  Examples: U.S., c.o.d.

- To separate integral and decimal numerals

  Examples: 3.75 percent, $3.75, 3.75 meters

Ellipsis

The ellipsis (. . .), three periods and two spaces, is used for the following functions as shown in each example:

- To indicate omitted material

  Example: "I pledge allegiance to the flag . . . and to the Republic. . .")

Comma

The comma (,) serves the following functions as shown in each example:

- To separate various elements within a sentence and to indicate a slight pause

  Examples: When lightning struck, Bob Smith fainted. When lightning struck Bob, Smith fainted.

- To separate clauses

  Example: They fought the battle, but no one won.

- To separate a series

  Example: Neither snow, rain nor heat ...

- To set off attributions

  Example: "The work," he said, "was exacting and satisfying."

- To set off apposition or contrast

  Example: Wilson, the favorite, won handily.

As used in the following examples, the comma is omitted before Roman numerals, Jr., Sr., the ampersand (&), the dash, in street addresses and Social Security numbers.

Examples: Louis XIV, Joe James Jr., Smith &Co., 54321 Pine St., 123-45-6789.

Newspaper usage has, inmost cases, eliminated the comma before "and" and "or" in a series, but a comma is still required before "and," "or" and other conjunctions in compound sentences. Note the following example:

Example: Fish abounded in the lake, and the shore was lined with deer.

Semicolon

As used in the examples that follow, the semicolon (;) separates phrases containing commas to avoid confusion, separates statements of contrast and statements closely related.

Examples: The party consisted of E. E. Wright; R. J. Kelly, his secretary; Mrs. Jordan; Martha Bowen, her nurse; and three accountants. (Without the semicolons, that could read as nine persons.) The draperies, which were ornate, displeased me; the walls, light blue, were pleasing. Yes; that is right.

Colon

As used in the following examples, the colon (:) precedes the final clause and summarizes previous material; introduces listings, statements and texts; marks discontinuity; and takes the place of an implied "for instance."

Examples: States and funds allotted were as follows: Alabama $6,000, Arizona $14,000. The question came up: What does he want to do?

The colon also is used in the following reamers and examples:

- In clock time

  Examples: 9:20 p.m., 10:30 a.m.

- In Biblical and legal citations

  Examples: Matt. 2:14, Missouri Statutes 3:234-432

Question Mark

The question mark (?) follows a direct question. Occasionally, it is used to indicate uncertainty, as with some dates or identifications. In the latter use, it is enclosed in parentheses. Note the following examples:

Examples: What happened to Dean? Columbus, an Italian (?) sailing for the Spanish crown, discovered America...

Exclamation Point

The exclamation point (!) is used to indicate surprise, appeal, incredulity or other strong emotion as in the following examples:

Examples: You are wonderful! What! He yelled, "Help!"

Apostrophe

The apostrophe (') indicates the possessive case of nouns, omission of figures and contractions. Usually, the possessive of a singular noun not ending in "s" is formed by adding the apostrophe and the "s" as in the example that follows:

Example: The boy's ball, but the boys' bats.

The apostrophe is used in the following instances and examples:

- After plural possessives

  Examples: the girls' coats; the marines' rifles.

- In contractions

  Examples: I've, isn't, don't.

- In omission of figures

  Examples: '90s, Class of '22.

The "s" is omitted and only the apostrophe used in "for conscience' sake" or in a sibilant double or triple "s" as Moses' tablet.

As in the following examples, the apostrophe is not used to form plurals unless it is in the context of the exception shown:

Examples: MiGs, P-3s, B-52s, ABCs.

Exception: When a single letter is made plural, as in "mind one's p's and q's," the apostrophe is required.

Quotation Marks

Quotation marks (" ") enclose direct quotations, phrases in ironical uses, slang expressions, misnomers and full titles of books, plays, poems, songs, lectures, speeches, hymns, movies, television, and so forth.

As in the next example, use quotation marks around nicknames when a person's full name is used.

Example: Paul "Bear" Bryant.

Note the following examples in which the comma and period are placed inside the quotation marks. Other punctuation is placed inside quotation marks only when it is part of the matter quoted.

Examples: Why call it a "gentlemen's agreement"? He asked, "Is the interview completed?"

Parentheses

Parentheses ( ) serve the following functions as shown in each example:

- To set off material not intended to be part of the main statement or that is not a grammatical element of the sentence, yet important enough to be included

  Examples: It is not customary (at least in the areas mentioned) to stand at attention. “That proposal,” he said, “and one by (Prime Minister John) Major are being studied.”

- To facilitate further identification that is not part of the official name

  Example: The Springfield (Virginia) Historical Society.

- To set off letters or figures in a series

  Examples: The order of importance will be (a) general acceptance, (b) costs and (c) opposition. The water is (1) tepid, (2) muddy from silt and (3) unpalatable.

Dash

As shown in each example, the dash (—) is used in the following cases:

- To indicate a sudden change and interjection

  Examples: The commander—do you know who I mean? — approved it. If that man gains control — God forbid — our troubles will have just started

- After dateline and before the first word of a story

  Example: NEW YORK — five people were injured. ...

Note that a dash consists of two strokes of the hyphen (or minus sign) key on your computer keyboard.

Hyphen

The hyphen (-) is used to separate compound words, figures, abbreviations and figures, double vowels in some cases and to divide a word at the end of a line.

The general rule for hyphens is that “like” characters take the hyphen; “unlike” characters do not. Note the following examples:

Examples: Secretary-Treasurer (compound word); 20-20 vision (figures); bell-like (use a hyphen to avoid tripling a consonant).

Other uses of the hyphen and examples are as follows:

- Adjectival use of hyphens must be clear.

  Examples: The 6-foot man eating shark was killed (the man was). The 6-foot man-eating shark was killed (the shark was).

- Ordinarily, in prefixes ending in vowels and followed by the same vowel, the hyphen is used.

  Example: pre-eminent. (Check dictionary for exceptions ‘such as cooperate, coordinate, etc.)

- The hyphen also serves to distinguish between meanings of similarly spelled words.

  Example: recover (from illness), re-cover (couch).

- The hyphen separates a prefix from a proper noun.

  Examples: un-American, pre-Christian era

Do not use a hyphen between “vice” and “president” or other such titles, or with adverbs ending in “ly.” Note the following examples:

Examples: badly damaged car, frilly informed public, newly elected official.

CAPITALIZATION

In newswriting, capitalization is correct in the following cases, examples and exceptions:

- The first word of a sentence

  Example: Good grammar is essential.

- Titles and ranks (rates) followed by a proper noun, but lowercase titles standing alone or following a name

  Example: Secretary of State C. R. Dryden, but C. R. Dryden, secretary of state.

  Exception: The President of the United States is always capitalized.

- Pope and the titles of foreign religious leaders, when used as a formal title before a name, but lowercase when titles stand alone or follow names

Exception: Dalai Lama is capitalized in all usages, since that title is used instead of the name of the person holding that office.

- Months and days, but not seasons

  Example: Last summer our vacation began on the first Thursday in August.

- All holidays, historic dates, religious holidays, special events, military exercises, hurricanes and typhoons

  Examples: Christmas, Father's Day, Washington's Birthday, National Safety Week, Operation Desert Storm, Typhoon Gay, Hurricane Andrew.

- All proper nouns or names

  Examples: Marty Martin, Bangkok, Hudson River.

- All names of countries and their languages, unions, republics and colonies

  Examples: He learned to speak French in France. India is a former British colony. Other examples are Union of South Africa and Republic of Korea.

- Specific regions

  Examples: Middle East, Midwest, Southern California, Panhandle, Arctic Circle, but lowercase antarctic or arctic in reference (arctic wind).

- Appellations

  Examples: Buckeye State, Leatherneck Project Apollo.

- All decorations and awards

  Examples: He was awarded the Medal of Honor. His father received the Nobel Peace Prize. She was awarded the Navy Achievement Medal for professional achievement.

- All nouns referring to the deity of all monotheistic religions

  Examples: God the Father, Holy Ghost. Also capitalize Satan and Hades, but not devil or hell. Lowercase gods and goddesses in reference to the deities of polytheistic religions.

- Names of races

  Examples: Indian, Chinese, Caucasian. Lowercase yellow, white, black (Identification by race should be made only when it is pertinent.)

- The first letter of each word, except articles, conjunctions and short prepositions that are not the first word, in titles of books, plays, hymns, poems and songs

  Examples: "All the Ships at Sea," "Damn Yankies," "O' Come All Ye Faithful."

- U.S. government and state government agencies, branches, committees and departments when the full name is used

  Examples: Federal Communications Commission Interstate Commerce Commission. In addition, always capitalize U.S. Congress and U.S. or state Senate, House, and Legislature when referring to a specific body.

  Examples: the Florida Senate, the Texas Legislature and the Senate, when clear reference is made; the word government, when used alone or with an adjective, is lowercase. Example: She works for the government.

- Ideological or political areas

  Example: East-West relations are at a stalemate. Use lowercase when referring to direction. **Example:** Some say the western part of Florida has nicer beaches than the eastern part.

- Names of organizations, expositions, and so forth

  Example: The Boy Scouts will visit the World's Fair. Lowercase "scout" and "fair" when they are standing alone.

ABBREVIATIONS

To abbreviate is to make a word or phrase shorter by leaving out or substituting letters. Some military and civilian terms are so long that abbreviation is almost a must. However, always spell out the name of organizations or groups on its first use. If a name does not have a commonly known abbreviation, the abbreviation should be parenthesized after the first spelling. Thereafter, you may use just the abbreviation as in this example: The guidelines of the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) have changed. ...

The abbreviations that follow and those used throughout this TRAMAN are basically those standardized for civilian and military newswriting by The Associated Press and United Press International.

In newswriting, abbreviate the following and note the examples of each:

- Time zones, aircraft and ship designations, distress calls, military terms, and so forth

  Examples: EDT, MiG-17, SOS (but May Day), USS *John F. Kennedy,* SS *Virginia.*

- Business firms

  Examples: Warner Bros., Brown Implement Co., Amalgamated Leather, Ltd. If "and" is in the firm name, use the ampersand (&). **Examples:** Sims & Sons, AT&T.

- Street, avenue, boulevard and terrace in addresses when using a numerical prefix, but not point, port, circle, plaza, place, drive, oval, road or lane

  Examples: 30 E. 28th St. (single "E" with period), 16 Quentin Ave. NW (no periods in "NW"), 27 Sunset Blvd., but Main Street, Fifth Avenue, and so forth

- Versus to read vs. (with period)

  Example: The case of Johns vs. New York.

- Most states when used with cities, towns, bases, Indian agencies and national parks

  Examples:

Ala.	Md.	N.D.
Ariz.	Mass.	Okla.
Ark	Mich.	Ore.
Calif.	Minn.	Pa.
Colo.	Miss.	R.I.
Conn.	Mo.	S.C.
Del.	Mont.	S.D.
Fla.	Neb.	Tenn.
Ga.	Nev.	Vt.
Ill.	N.H.	Va.
Ind.	N.J.	Wash.
Kan.	N.M.	W.Va.
Ky.	N.Y.	Wis.
La.	N.C.	Wyo.

Do not abbreviate Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas or Utah. Never abbreviate the name of states when they are used alone.

- Names of provinces and territories are set off from community names by commas, just as the names of U.S. states are set off from city names

  Example: They went to Halifax, Nova Scotia, on their vacation.

- United Nations and United States when used as adjectives, but spell them out when used as nouns. In texts or direct quotations, U.S.A., U.S. and U.N. maybe used as nouns

  Examples: He is a former U.S. Olympic champion. She is a member of the U.N. Educational, Scientific and Cultural Organization (UNESCO). While visiting the United States, she toured the United Nations Building in New York. "When last I was in the U.S.A., the U.N. was in its infancy."

- All religious, fraternal, scholastic or honorary degrees, and so forth, but lowercase when spelled out

  Examples: J. J. Jones earned his bachelor of science degree at Princeton. J. J. Jones, Ph.D., will be guest speaker at 2 p.m. tomorrow.

- Titles (and capitalize) Mr., Mrs., Mile., Dr., Prof., Sen., Rep., Dist. Atty., Gov., Lt. Gov., Gen., Supt., and so forth, when they appear before names but not after

  Examples: He introduced Lt. Gov. J. F. Petty. J. F. Petty, the lieutenant governor, will arrive at 10:15 a.m. In first and subsequent references and in group names, use "Miss" before the name of an unmarried woman and "Mrs." before the name of a married woman, or "Ms." if preferred by the individual. Example: Those attending were, Miss Alice Jones, Mrs. Helen Jones and Ms. Gladys Jones.

- Months when used with dates, but spell out otherwise

  Example: The battle started Oct. 10, 1967, and ended in January 1968. Abbreviations for months are Jan., Feb., Aug., Sept., Oct., Nov., Dec. Do not abbreviate March, April, May, June or July except when used in tabular or financial routine; then use Mar., Apr., Jun. and Jul. and spell out May

- Mount when referring to a mountain but spell out when referring to a city

  Examples: Mt. Everest, Mount Vernon, N.Y.

- Fort when it is an Army post, but spell out when it is a city

  Examples: Ft. Sill, Fort Lauderdale, Fla.

In the following cases, **do not** abbreviate and note the accompanying examples and exception:

- Days of the week except in tabular or financial matters. In these cases use Mon., Tues., Wed., Thurs., Fri., Sat., Sun.
- First names unless the person does

  Examples: William, not Wm.; Frederick, not Fred; Benjamin, not Benj.
- Measurements — The one exception to this rule is the word millimeter, which maybe abbreviated as mm (no space) when used with a numeral in first or subsequent references to film or weapons. Miles an hour and miles per hour are abbreviated in subsequent reference only and must have a numerical prefix

  Examples: He used a 35mm camera. She was driving 60 miles an (per) hour but slowed down to 30 mph in the housing area.
- Port, association, point, detective, department, deputy, commandant, commodore, field marshal, secretary-general, secretary or treasurer
- Christmas or use Xmas
- Cities

  Exception: Saint is abbreviated to St., when it is part of a city name. **Example:** St. Augustine, Fla.

  These well-known cities are used without a state suffix:

Atlanta	Houston	Philadelphia
Baltimore	Indianapolis	Phoenix
Boston	Las Vegas	Pittsburgh
Chicago	Los Angeles	St. Louis
Cincinnati	Miami	Salt Lake City
Cleveland	Milwaukee	San Antonio
Dallas	Minneapolis	San Diego
Denver	New Orleans	San Francisco
Detroit	New York	Seattle
Honolulu	Oklahoma City	Washington

MILITARY TERMS

One of the chief complaints of civilian editors concerning military journalism is the excessive use of abbreviations for titles and organizations. In the majority of cases, most people within a particular service will know most of its standard abbreviations. However, many will not know them all, particularly family members, visitors and new service personnel.

Titles and organizational designations should always be spelled out in the first reference — except those that are so well known that it would be a definite waste of space.

All foreign services should be lowercased and spelled out; for example, French army. Military jargon and colloquial expressions should be avoided unless they are used in proper context or direct quotes. When possible, eliminate abbreviated terms to differentiate between a professionally written news article and a set of travel orders. Some examples of military abbreviations that you should not use in news stories include the following:

- TAD (temporary additional duty)
- R&R (rest and recreation)
- RON (remain overnight)
- OOD (officer of the day (deck)
- PCS (permanent change of station)

When you refer to members of a particular service, use the following collective terms:

- Soldier (a member of the U.S. Amy)
- Sailor (U.S. Navy)
- Marine (U.S. Marine Corps)
- Airman (U.S. Air Force)
- Coast Guardsman (U.S. Coast Guard)
- Guardsman (Army or Air National Guard)

For military rank and title abbreviations, by service, consult the latest edition of *The Associated Press Stylebook and Libel Manual.*

Thousands of doctors, nurses, veterinarians, dentists, chaplains and lawyers serve the military in their respective professional capacities. As such, they should be identified in news stories by their profession. This identification should be made in the first reference. Note the following examples:

Examples: Capt. (Dr.) Joe Johns of the Portsmouth Naval Hospital conducted . . . Cmdr. Edna Knox, Navy Nurse Corps, told medical authorities . . . Maj. (Dr.) Larry Riley, a veterinarian, stressed the importance . . . Navy Chaplain (Cmdr.) John Frisby will preside over ... **(Note:** A chaplain's rank is enclosed in parentheses. In the previous example, subsequent references would be Chaplain Frisby.)

Lawyers are not identified by profession in the military service per se. However, in all possible cases, they should be referred to in relation to their role in the story. Consider the following example:

Example: Coast Guard Lt. Henry Smith, the defense attorney (trial lawyer, staff judge advocate, etc.), a member of the Maryland Bar Association, moved for a dismissal of the charges.

In many cases, news stories require the use of a person's service in addition to name and rank, particularly in joint maneuvers. When this occurs, place the service identifier before the rank and name as in the following examples:

Examples: Navy Capt. Rob Rogers; Coast Guard Lt. Jim King; Air Force Maj. Richard Johnson. (The "U. S." before Amy, Navy, Air Force, "Coast Guard or Marine Corps is optional unless tied in with foreign dissemination.)

Women, military as well as civilian, should receive the same treatment as men in all areas of news coverage. Never use sexist references, demeaning stereotypes and condescending phrases in reference to women. The same standards for men and women should be used in deciding whether to include specific mention of personal appearance, physical description or marital and family situation.

As in the following examples, aircraft, ships and other military equipment should be identified by popular name and model designation.

Examples: The Air Force Lockheed C-141 *Starlifter* flew. ... Each soldier carried an M-79 grenade launcher. ... The aircraft carrier USS *Lexington* (AVT 16), "Lady Lex," was opened as a floating museum. ...

RELIGIOUS TERMS

There is only one way to refer to confessions of faith, their members and officials — the correct way. While general usage and correct titles of some of the faiths are listed below, many are not. When in doubt, consult your chaplain's office. Members of communions of the National Council of the Churches of Christ in the United States of America (official title, which may be shortened to National Council of Churches) are as follows:

African Methodist Episcopal Church

African Methodist Episcopal Zion Church

American Baptist Convention

American Lutheran Church

Antiochian Orthodox Christian Archdiocese of North America

Armenian Church of America

Christian Church (Disciples of Christ)

Christian Church of North America, General Council

Christian Methodist Episcopal Church

Friends United Meeting (Five Years Meeting)

Greek Orthodox Archdiocese of North and South America

Hungarian Reformed Church in America

Moravian Church

National Baptist Convention of America

National Baptist Convention U.S.A. Inc.

Orthodox Church in America

Polish National Catholic Church of America

Presbyterian Church in the U.S.

Progressive National Baptist Convention Inc.

Protestant Episcopal Church

Romanian Orthodox Episcopate of America

Seventh-Day Adventist

Southern Baptist Convention

Ukrainian Orthodox Church of the U.S.A.

United Church of Christ

Lutheran Church in America

United Methodist Church

United Presbyterian Church in the U.S.A.

Other communions include the following:

Churches of Christ

Church of Christ, Scientist

Church of Jesus Christ of Latter-day Saints

Jehovah's Witnesses

Religious Society of Friends

Roman Catholic Church

Unitarian Universalist Association

Jewish groups include the following:

Union of American Hebrew Congregations

Union of Orthodox Jewish Congregations in America

United Synagogues of America

Rabbinical groups include the following:

Central Conference of American Rabbis

Rabbinical Assembly of America

Rabbinical Council of America

Union of Orthodox Rabbis of the United States and Canada

The Synagogue Council of America represents both the congregational and rabbinical groups of Orthodox, Reform and Conservative Judaism. Their places of worship are temples or synagogues. The generic term is Jewish house of worship.

In general written reference to a member of the clergy, use the following: the Rev. John Smith, or the Rev. Mr. Smith. Do not use Rev. without Mr., Miss, Mrs., Ms., a first name or initials. A chaplain is referred to as a chaplain with his rank following in parentheses on the first usage. Note the following examples of the correct use of titles:

Example: Chaplain (Lt.) John Smith . . . then, Chaplain Smith.

The title "Dr." is used only when the doctorate degree is actually held.

Examples: the Rev. Dr. Betty Johns; Dr. Johns; The Rev. Betty Johns, D.D. (Doctor of Divinity).

Roman Catholic usage: the Rev. Joe Jones; Father Jones; the Most Rev. Joe Jones, bishop of the Denver Diocese; Bishop Jones; Francis Cardinal Jones; Cardinal Jones.

A nun is addressed as "sister," which is capitalized in all references before her name. When a surname is given in the first reference, use both given name and surname (Sister Mary Elizabeth Smith); and in subsequent references, use only the surname (Sister Smith). When the surname is not provided, the name is the same in all references (Sister Mary Elizabeth). Do not abbreviate the word "sister."

Episcopal usage: A priest is referred to as the Rev. John Jones or the Rev. Mr. Jones. A dean is the Very Rev. John Jones, the Rev. Jones, Mr. Jones or Dean Jones. A bishop is the Rt. Rev. John Jones, the Rt. Rev. Mr., or Bishop Jones. A member of the Episcopal Church is an Episcopalian.

Jewish usage: Rabbi John Goldstein, Rabbi Goldstein, Dr. Goldstein (where degree is held). Cantor John Goldstein, Cantor Goldstein. Never identify a rabbi as Reverend Doctor.

Christian Science usage: Practitioner, Lecturer, Reader Joe Jones. Never "reverend" in any form. Reader Jones of the First Church. The Mother Church (Boston church only).

Methodist usage: Pastor, minister, preacher, bishop. Use of the Rev. Mr. Jones is acceptable.

Lutheran usage: In the United States — Pastor John Jones, Pastor Jones, Mr. Jones. Scandinavian Lutheran usage follows the Episcopal forms.

Latter-Day Saints (Mormon) usage: President John Jones, President Jones, Elder Jones, Presiding Bishop John Jones, Bishop Jones, Presiding John Jones of the Presiding Bishopric. Members of the church are Mormons.

It is incorrect to apply the word church to any Baptist unit except the local church. The organization of Southern Baptists is the Southern Baptist Convention.

The American Lutheran Church, the Evangelical Lutheran Church and the United Evangelical Lutheran Church merged in 1960 into the American Lutheran Church with headquarters in Minneapolis, Mire.

Unitarian and Universalist denominations are known as the Unitarian Universalist Association.

There are other faiths that have mosques, dioceses, archdioceses, areas, synods, presbyteries, and so forth. If in doubt, you should consult your chaplain's office for the accurate designations and changes.

COMMON SENTENCE STRUCTURE ERRORS

LEARNING OBJECTIVE: Recognize the common errors in sentence structure.

The sections on spelling, capitalization and punctuation have all contributed to the construction of

good sentences. However, to be effective, sentences must be grammatically correct. In addition, they should be well-chosen and effectively combined with a goal of clarity, emphasis and interest. These goals are often thrown off target by any one of a variety of common errors in sentence structure.

SENTENCE FRAGMENTS

In terms of grammar, writers are frequently at fault for writing incomplete sentences. For a sentence to express a complete thought, it must contain two necessary parts — a subject and a predicate, or verb. It is possible, of course, for the subject to be understood, rather than stated, but you should be sure in such cases that it is clearly implied.

Some examples of incomplete sentences include the following:

- The sightseeing tour, which was arranged for the liberty party. (There is no main verb. The relative clause has a verb, "was arranged," but what appears to have been intended as a statement with "sightseeing tour" as subject has not been completed.)
- A tall, thin man with owlish spectacles and a bald head. (The verb is omitted.)
- Floated toward the beaches. (Here the subject is omitted. What floated?)
- Just as the searchlight swept across the harbor. (This tells when something happened, but the main statement is still incomplete.)
- Bailey, the new striker, looking as if he would burst-with pride. (There are modifiers here for the subject, "Bailey," but no main statement about that individual.)

Often an incomplete sentence results from the writer's failure to recognize that a modifying phrase or clause is really part of the preceding sentence. For instance, a comma should be used instead of the first period in the following example:

- The cruiser was headed for the canal zone. Steaming eastward through the Caribbean.

The result in this case is one complete sentence instead of a sentence followed by a fragment.

You should not be misled by the fact that some writers deliberately construct incomplete sentences at times. As the late Emily Post once said about etiquette: 'Well-bred persons sometimes break some of the rules; but to break them and getaway with it, you first have to know them."

It is true that fractured sentences may occasionally produce the desired effect, but be sure you know why they are being used and that they are suitable to what is being written. Many regard a sentence that begins with "but," or another connective, as incorrect, largely because the connective standing first seems to indicate a fragment. In this instance, the rule may be ignored occasionally, if by doing so you achieve a more effective statement.

RUN-ON SENTENCES

Another common error in sentence structure is the punctuation of two or more sentences as if they were one. This usually occurs with sentences that are closely related in thought. Note the following examples:

> **Poor:** The ship held its first swim call, the water was 4 miles deep.
>
> **Improved:** The ship held its first swim call. The water was 4 miles deep.

Often a run-on sentence is the result not only of faulty punctuation, but of the writer's failure to think the construction through and recognize the relationships of the various ideas. Consider the following examples:

> **Poor:** Detailed decontamination is a lengthy process, it is usually carried on at a home base or rear area.
>
> **Improved:** Detailed decontamination is a lengthy process, usually carried on at a home base or rear area.
>
> **Poor:** An emergency tourniquet can be made from something like a neckerchief, it is wrapped once around the limb and tied in an overhand knot.
>
> **Improved:** To apply an emergency tourniquet made from something like a neckerchief, wrap the material once around the limb and tie an overhand knot.

DANGLING MODIFIERS

A writer's misplacement of a modifier can confuse the meaning of the sentence, often with ludicrous results. Modifiers should be positioned close to the words they modify; otherwise, they may seem to modify something else. Haste, carelessness or lack of

understanding of grammar may cause a writer to use a construction without thinking exactly what a particular word is supposed to modify. This kind of error is fairly common in using participles with other adjectives or with adverbial modifiers, as in the following examples:

Dangling Participle: Returning to the ship, the package was found on his bunk.

Improved: Returning to the ship, he found the package on his bunk. (It was he who returned to the ship, not the package.)

Dangling Participle: Entering the halon-flooded compartment, the gas overcame him.

Improved: Entering the halon-flooded compartment, he was overcome by the gas.

Dangling Participle: Running rapidly out from the windlass, he caught his foot in the anchor chain.

Improved: He caught his foot in the anchor chain, as it ran rapidly out from the windlass.

Misplaced Prepositional Phrase: At the age of two his father died.

Improved: He was two years old when his father died.

Misplaced Prepositional Phrase: Baker saw the driver of the car that had hit him in the theater.

Improved: In the theater, Baker saw the driver of the car that had hit him.

Misplaced Relative Clause: The chief mess management specialist discovered that old baking powder had been used in the biscuits, which caused all the trouble.

Improved: The chief mess management specialist discovered that the trouble with the biscuits was the use of old baking powder.

A frequently misplaced word is "only." By moving this one word around in a sentence, you can change the meaning entirely. Study the following example:

- Only he could read the strange dialect.

  (Nobody else could.)

- He could only read the strange dialect.

  (He could not write or speak it.)

- He could read only the strange dialect.

  (He could read nothing else.)

- He could read the only strange dialect.

  (Only one dialect was strange, and he could read it.)

MISPLACED CORRELATIVE CONJUNCTIONS

Correlative conjucntions, (such as **not only — but also** and **either — or)** are often misplaced. Their correct position is just ahead of the words or groups of words they connect. Consider the following examples:

Misplaced: The Navy letter form **not only** omits the salutation **but also** the complimentary close. (The words that should be connected are "salutation" and "complimentary close":)

Correct: The Navy letter form omits **not only** the salutation **but also** the complimentary close.

Misplaced: Either secure lines to the arresting hook or the hoisting sling. (As this sentence stands, the words that should be connected are "arresting hook" and "hoisting sling." The sentence will be better, however, if two complete prepositional phrases are used instead.)

Correct: Secure lines **either** to the arresting hook or to the hoisting sling.

Other frequently used correlative conjunctions are "both — and," "neither — nor" and "whether — or."

SPLIT INFINITIVES

Splitting an infinitive means placing one or more modifiers between the "to" and the verb form. You will hear people say that a split infinitive is no longer regarded as incorrect, but that is only a partial truth. Some writers consider that splitting an infinitive is desirable at times for the sake of emphasis; for example, "To **deliberately** disobey an order is a serious offense." Even this sentence will grate on some ears, and generally, it is better for you to keep the adverb outside the infinitive construction. That is especially true when you have more than one adverb or a phrase.

Awkward Split: The only way for a person to win against afire is **to** regularly and thoroughly **practice** the rules of fire prevention.

Better: The only way to win against a fire is **to practice** rules of fire prevention regularly and thoroughly.

ERRORS IN AGREEMENT

You probably have no trouble, most of the time, with agreement of verb and subject. You are not tempted to write: "The propellers was damaged." But how about, "The propeller and shaft was damaged"? Wrong, to be sure, but it is an easy mistake to make when you are thinking of the two parts of a compound subject as belonging together. It should, of course, read "The propeller and shaft **were** damaged."

In a compound subject with "or" or "nor" as a connective, the verb should agree in number with the last noun in the subject.

Incorrect: Neither the propellers nor the rudder **are** damaged.

Correct: Neither the propellers nor the rudder **is** damaged.

When a parenthetical expression beginning with words such as "together with," "with" or "including" comes between the subject and the verb, there is a temptation to make the verb plural as if the subject were compound. Consider the following example:

Incorrect: One mast, together with a spar running athwartship, **are** used for flags.

correct: One mast, together with a spar running athwartship, **is** used for flags.

Disagreement between subject and verb sometimes occurs because, in a complicated sentence, a nearby noun is mistaken for the subject. This is the case in the following example, in which the plural nouns "officers" and "commands" seem to have confused the writer. The subject of the sentence, however, is "duty."

Incorrect: The primary duty of such staff dental officers serving in these commands **are** very similar to those of a district dental officer.

Correct: The primary duty of such staff dental officers serving in these commands **is** very similar to that of a district dental officer.

Correct: The primary duties of such staff dental officers serving in these commands **are** very similar to those of a district dental officer.

GERUNDS

A gerund is a verb (verb form) used like a noun. For example: **Running** is good exercise. A gerund retains some of its verb qualities, however, such as taking a subject or object, or being modified by adverbs. Only one of these verb qualities — taking a subject — differs from what would be used with the same verb if complete. The subject of a gerund is in the possessive case instead of the nominative. For example: Had you heard about his **passing** the test?

"Passing" is a gerund with "his" as the subject and "test" as the object. The complete phrase is used here as the object of the preposition "about."

ERROR IN NOUN CLAUSES

The pronoun that introduces a noun clause is sometimes given the wrong case because of the writer's failure to recognize the structure of the sentence. The case of any pronoun is determined by its use in the clause of which it is apart. Note the following examples:

Incorrect: The award will go to **whomever** submits the best entry.

Correct: The award will go to **whoever** submits the best entry.

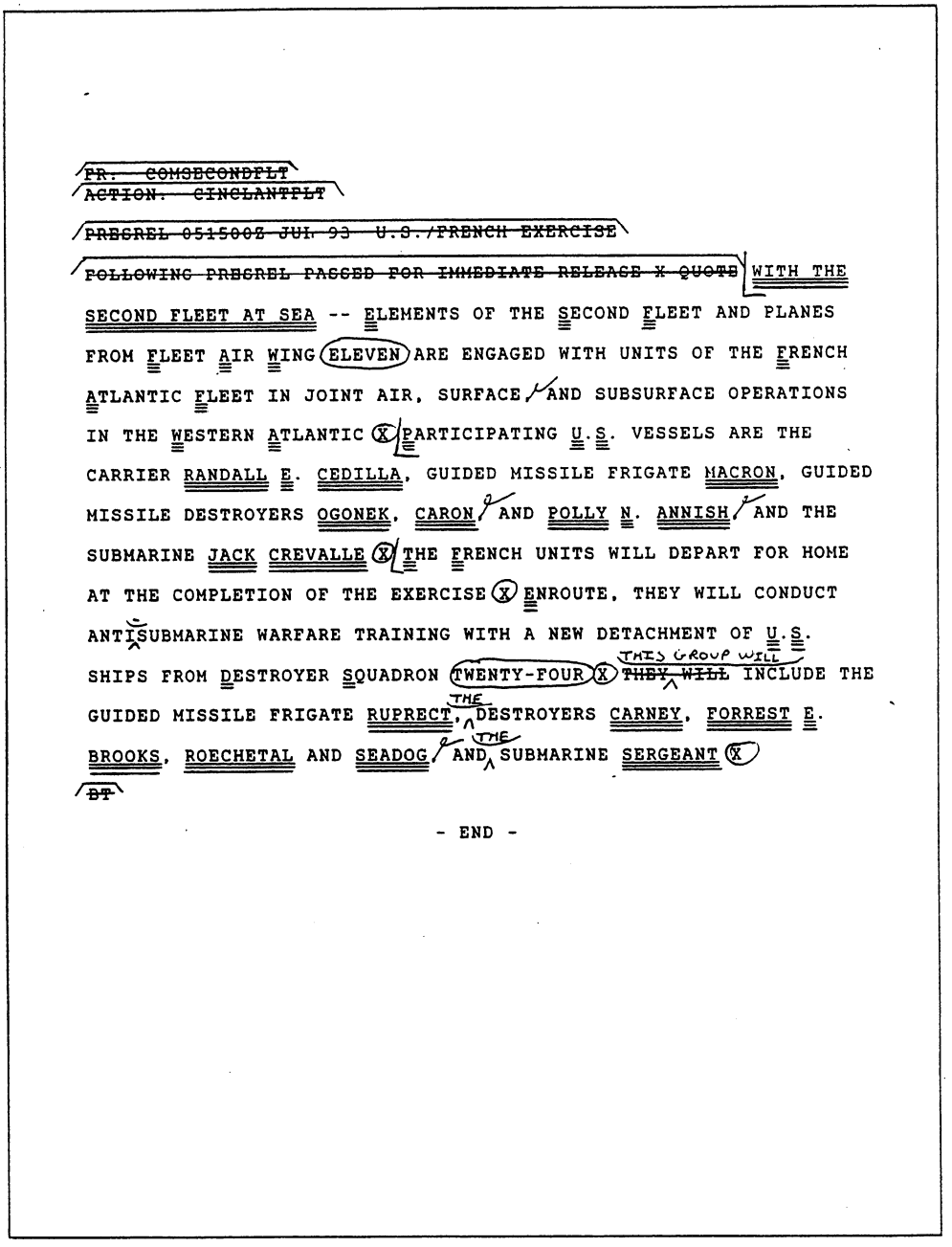
"Whoever submits the best entry" is a noun clause. The whole clause is used as the object of the preposition "to." "Whoever" is the subject of the clause and therefore nominative.

COPY-EDITING MESSAGE RELEASES AND NEWSWIRE COPY

LEARNING OBJECTIVE: Identify the methods used in copy editing message releases and newswire copy.

A **message** is an official communication in brief form transmitted by rapid means such as telegraph, radio, flashing light, flaghoist or semaphore. A message is usually received by a command's communications department, reproduced, then distributed to staff members of departments concerned. It is tersely written, contains many abbreviations and is printed in capital letters.

However, when operations and time permit, timely news releases are transmitted in news style and contain all the information necessary for a good news story. Sentences are grammatically complete, including the necessary articles, adjectives and adverbs. A good message news release is very similar to newswire copy as it arrives in a radio, television or newspaper newsroom. It requires only copy editing and duplicating to get it ready for release to news media.



FR. COMSECONDFLT
ACTION. CINCLANTFLT

PRESREL 051500Z JUL 93 U.S./FRENCH EXERCISE

FOLLOWING PRESREL PASSED FOR IMMEDIATE RELEASE X QUOTE WITH THE SECOND FLEET AT SEA -- ELEMENTS OF THE SECOND FLEET AND PLANES FROM FLEET AIR WING ELEVEN ARE ENGAGED WITH UNITS OF THE FRENCH ATLANTIC FLEET IN JOINT AIR, SURFACE, AND SUBSURFACE OPERATIONS IN THE WESTERN ATLANTIC X PARTICIPATING U.S. VESSELS ARE THE CARRIER RANDALL E. CEDILLA, GUIDED MISSILE FRIGATE MACRON, GUIDED MISSILE DESTROYERS OGONEK, CARON, AND POLLY N. ANNISH, AND THE SUBMARINE JACK CREVALLE X THE FRENCH UNITS WILL DEPART FOR HOME AT THE COMPLETION OF THE EXERCISE X ENROUTE, THEY WILL CONDUCT ANTISUBMARINE WARFARE TRAINING WITH A NEW DETACHMENT OF U.S. SHIPS FROM DESTROYER SQUADRON TWENTY-FOUR X THIS GROUP WILL ~~THEY WILL~~ INCLUDE THE GUIDED MISSILE FRIGATE RUPRECT, THE DESTROYERS CARNEY, FORREST E. BROOKS, ROECHETAL AND SEADOG, AND THE SUBMARINE SERGEANT X

~~BT~~

- END -

Figure 6-3.—Copy-edited message news release.

A message news release is designated by the acronvm PRESREL, which is a standard Navy communications abbreviation for press release. In the same line as PRESREL are the date and time (date-time group) the release was transmitted. For example: PRESREL 211802Z JUL93. In this case, the story was sent on the 21st day of July, 1993, at 1802. The"Z" represents Greenwich Mean Time. The use of a different letter here would indicate local time in the area where the story originated.

All message releases are for immediate release unless otherwise designated. Occasionally, circumstances may dictate the use of such releasing instructions as: HOLD FOR RELEASE UNTIL (date and time), FOR SECURITY REVIEW AND RELEASE or FOR SIMULTANEOUS RELEASE. (Here, fill in the appropriate data.)

Because message news releases arrive printed in capital letters, you use a different system for copy editing. You must assume that all the capital letters are lowercase and begin your copy editing from there. In other words,any time you want to capitalize a letter you must underscore it three times. An example of a copy-edited message news release appears in figure 6-3.